Macintosh™ Plus
Internal Disk Drive

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Macintosh Plus
Internal Disk Drive

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What the Macintosh Plus Disk Drive Kit Includes

Your authorized Apple® dealer has upgraded your Macintosh™ with new ROM and an 800K internal disk drive. Now you have a faster Macintosh and you can use double-sided 3 1/2-inch disks to store twice as much information as you could on a single-sided disk. Your upgrade also includes the *Macintosh Plus System Tools* disk, which provides the system software you need to take advantage of your new hardware.

Note: When you switch on your upgraded Macintosh the first time, a piece of yellow plastic pops out of the disk drive. Keep this piece of plastic, and reinsert it if you ever need to transport your Macintosh a great distance. The plastic piece protects the disk drive.

This manual describes

- **Updating startup disks** to have the Macintosh Plus system files. You can do this by creating new Macintosh Plus startup disks on double-sided disks you format two-sided or by using the Installer to update existing startup disks. It's important to use only startup disks that have Macintosh Plus system files with your upgraded Macintosh.

- The Macintosh Plus **system software—Finder version 5.1** and the updated **System file,** which includes the new **Chooser**, **Control Panel**, and **Key Caps** desk accessories.

- **Initializing double-sided (800K) disks two-sided,** so they can use the new hierarchical file system that makes the folders you create in the Finder available from within applications as well. (You'll still be able to use a 400K disk drive with your upgraded Macintosh as long as you initialize disks you use in it one-sided.)

- The **Font/DA Mover version 3.0,** which you can use to customize startup disks to have the fonts and desk accessories you want.

- **Startup disks**—what they control, how to customize them, and how to know which startup disk the Macintosh is currently using. Read this section if you've ever wondered why you sometimes have different fonts or desk accessories available in applications or why the version of the Finder you're using changes without notice.

Updating Startup Disks

The *Macintosh Plus SystemTools* disk contains the very latest in system files. These files (which are in the System Folder) include

- Finder 5.1.
- The updated System file. This System file has the new Chooser, Control Panel, and Key Caps desk accessories. Also, this System file makes the new hierarchical file system available when you use double-sided (800K) disks and you initialize them with the two-sided format. This means you can use folders from within applications as well as in the Finder. See "Initializing Double-Sided (800K) Disks."
- New printing resources for the ImageWriter™ (which works with either an original ImageWriter or an ImageWriter II), AppleTalk™ ImageWriter (for the ImageWriter II with AppleTalk option), and the LaserWriter™.

Important: Update each of your startup disks to have these new system files.

A startup disk is any disk that you can use to start up the Macintosh. It always contains a System Folder with at least a System file and a Finder. Applications you purchase include a startup disk.

Check to see which version of the Finder each of your startup disks has by starting your Macintosh with that disk and choosing About the Finder from the Apple menu. If the version number isn't 5.1, update that startup disk.

Creating a Macintosh Plus Startup Disk

The simplest way to update to Macintosh Plus system files is to create new Macintosh Plus startup disks. (Before you alter any disk, make a backup copy.) Here's how to make a new Macintosh Plus startup disk: Start up using the *Macintosh Plus System Tools* disk; insert a new double-sided disk (first eject the *Macintosh Plus System Tools* disk if you have just one 800K disk drive). Click Two-sided, name the disk, drag the System Folder from the *Macintosh Plus System Tools* disk to the new disk, choose Shut Down from the Special menu, restart the Macintosh with your new startup disk, and drag any applications you want from other disks to your new disk.

Using the Installer to Update Disks

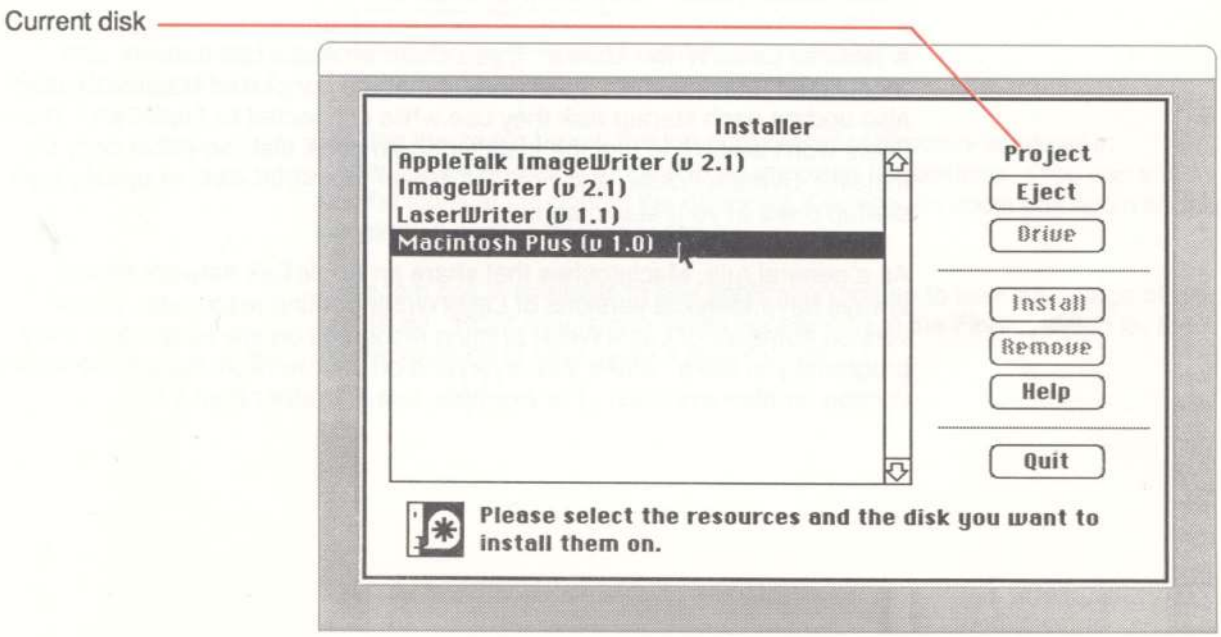
If you're using a copy-protected application on the startup disk, or you're using an application or hard disk that requires a specially modified system file, use the Installer to update to Macintosh Plus.

The Installer installs the new Finder (version 5.1), updates the System file to have the latest versions of the Chooser, Control Panel, and Key Caps, and replaces any existing ImageWriter or LaserWriter printing resources with the new resources.

- **Start up the Macintosh using the *Macintosh Plus System Tools* disk.**
- **Open the Installer by selecting it and choosing Open from the File menu or by double-clicking its icon.**

  The Installer is in the Utilities Folder on the *Macintosh Plus SystemTools* disk.
- **Insert the startup disk you want to update.**

  If you have a one-drive system, first eject the disk that contains the Installer. The Installer will update the startup disk named at the top right.
- **Click Macintosh Plus.**



This will install Macintosh Plus system improvements and update any existing printing resources. You can also select any of the printing resources to add them to disks they're not currently on. Use the Shift-click technique to select more than one option.

You can later use the Font/DA Mover to customize the disk with the fonts and desk accessories you want to use with it.

- **Click Install to install what you selected or click Remove to remove it.**

  Use the Drive and Eject buttons to work with other startup disks.

- **Click Quit when you've finished updating all of your startup disks.**

A Note About the Apple Hard Disk 20™: If you purchase a new Hard Disk 20, once you connect it to your upgraded Macintosh and start up with an updated startup disk, you'll be asked if you want to initialize the hard disk. Once you've done this, make the Hard Disk 20 a startup disk by dragging the System Folder from the System Tools disk to the hard disk. You won't need the *HD 20 Startup* disk at all.

If you already own a Hard Disk 20, use the Installer to update the Hard Disk 20 system files just as you update other startup disks. With your upgraded Macintosh you no longer need to start up your Hard Disk 20 with an *HD 20 Startup* disk.

A Note to LaserWriter Users: If you share an AppleTalk network with "nonplused" Macintoshes, it's important that the nonplused Macintosh users also update each startup disk they use while connected to AppleTalk. These users won't be able to use the Installer on an 800K disk, so either copy the Installer, System Folder, and Font/DA Mover to a 400K disk, or update their startup disks at your Macintosh.

As a general rule, Macintoshes that share an AppleTalk network should always have identical versions of LaserWriter printing resources. Check version numbers of LaserWriter printing resources on any installation utility programs you have. Make sure everyone on your network installs the latest version number available. For example, use 1.1 rather than 1.0.

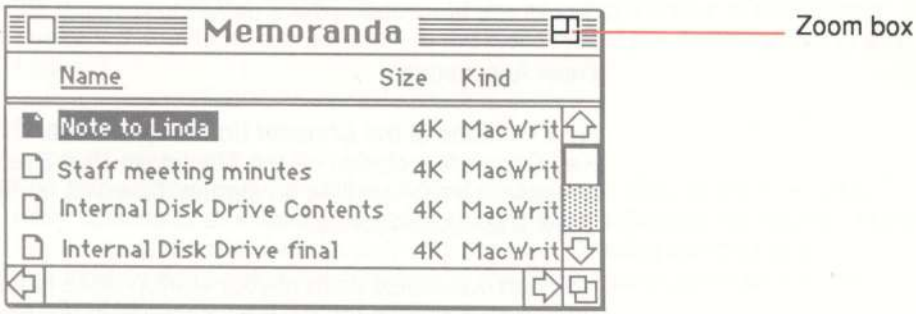
About Finder 5.1

The Finder is the application you use to manage your Macintosh desktop. The new Finder (version 5.1) is faster than previous versions and it works better with hard disks. It also has some added features such as the MiniFinder, which lets you move quickly among the applications and documents you use most often. The new Finder works with any existing applications and documents without your having to make any changes to them.

Finder 5.1 is very similar to Finder 4.1, an update available in spring, 1985. If you've used Finder 4.1, you'll find you're already familiar with most of the new features.

Note: Old versions of the Finder may not always show folders or their contents on disks you've formatted two-sided. This is another reason to update every startup disk you use.

Zoom Box

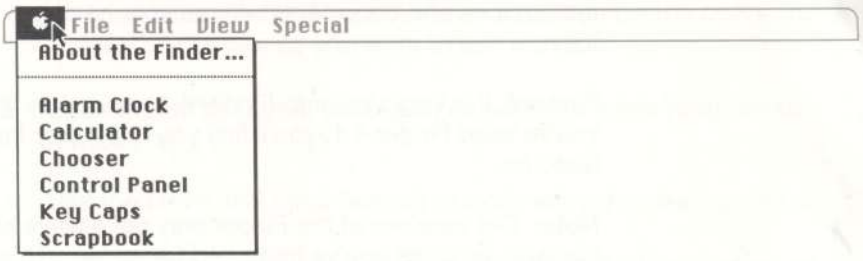


Clicking the **zoom box** at the top right corner of directory windows in Finder 5.1 expands the window to nearly cover the desktop. (You can still see the icons at the right of the desktop.) Clicking the zoom box again shrinks the window back to its former size.

The zoom box is available to any application written to take advantage of the new ROM. Right now, zoom boxes appear only in the Finder; watch for them in new versions of your favorite applications.

New Commands in Finder 5.1

The (Apple) Menu



About the Finder

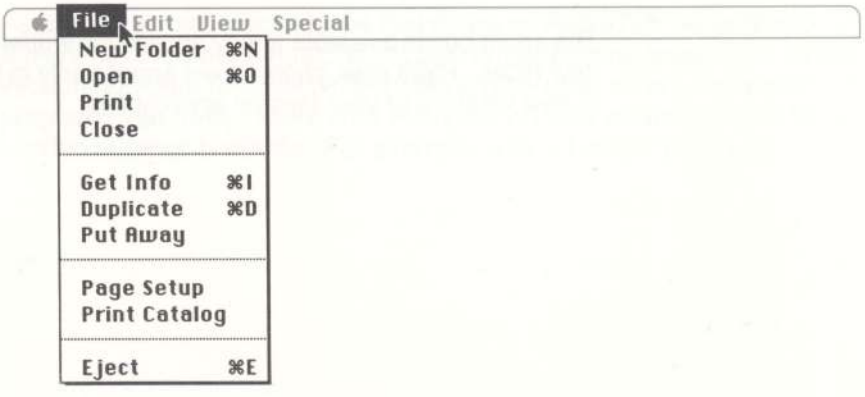
The About the Finder command in the Apple menu now tells you the memory size of the Macintosh you're using.

Desk Accessories

New versions of the Chooser (formerly Choose Printer), Control Panel, and Key Caps are included on the *Macintosh Plus System Tools* disk. These accessories are installed on startup disks you update using the Installer. See "New Desk Accessories."

You can customize each of your startup disks to have the desk accessories you want, including the desk accessories in the Fonts and Desk Accessories files in the Utilities Folder on the System Tools disk. See "Using the Font/DA Mover to Customize Startup Disks."

The File Menu



New Folder

Choosing New Folder creates a new folder (so you no longer have to duplicate an existing folder). You can rename the folder immediately after you create it, by typing the name you want. Rename it any other time by selecting the name or icon and editing the name in the usual way.

The new folder appears in the active window on the desktop. It's named "Empty Folder" unless a folder named "Empty Folder" already exists; then it's named "Copy of Empty Folder." The command is dimmed if no directory windows are open.

Put Away

When any documents, folders, or applications are selected on the desktop or in the Trash window, choosing Put Away puts them back in the folders and disks where they belong. If a disk icon is opened in a directory window, the items you put away appear there; otherwise they appear the next time you open the disk icon. This command is dimmed when no icons are selected on the desktop or in the Trash window. (If you're using a disk that's initialized one-sided, the items are put back at the disk level of the directory, not in any folders.)

Page Setup

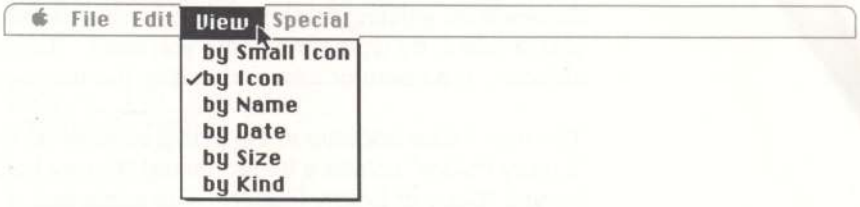
The Page Setup command lets you set up the page size, orientation, and other options of directories you print using the Print Catalog command. In the Finder, this command works only with the Print Catalog command; a document's page setup is controlled by the Page Setup command in the application.

Print Catalog

The new Print Catalog command in the File menu prints the contents of the active directory window—arranged in whatever view you've chosen from the View menu.

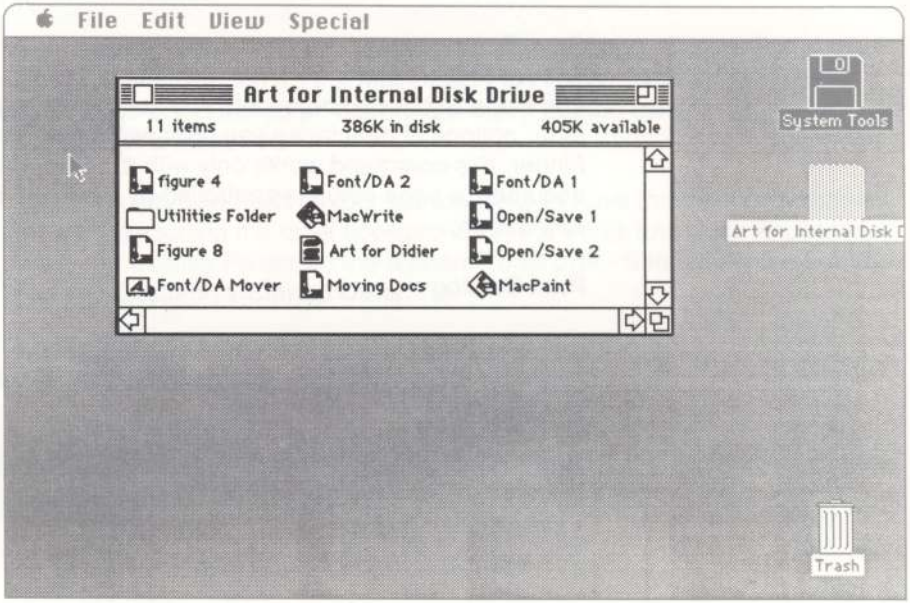
Note: Close All has been removed from the File menu. You can get the same effect by holding down the Option key while you choose Close.

The View Menu



By Small Icon

Shows the contents of the active directory window with miniature icons to the left of the icon names. This view is especially helpful when you have a large number of documents and applications on a disk—if you have a hard disk, for example. Once you've arranged the directory by small icon, you can hold down the Option key while you choose Clean Up from the Special menu to place the icons as compactly as possible.



The Special Menu

Use MiniFinder...

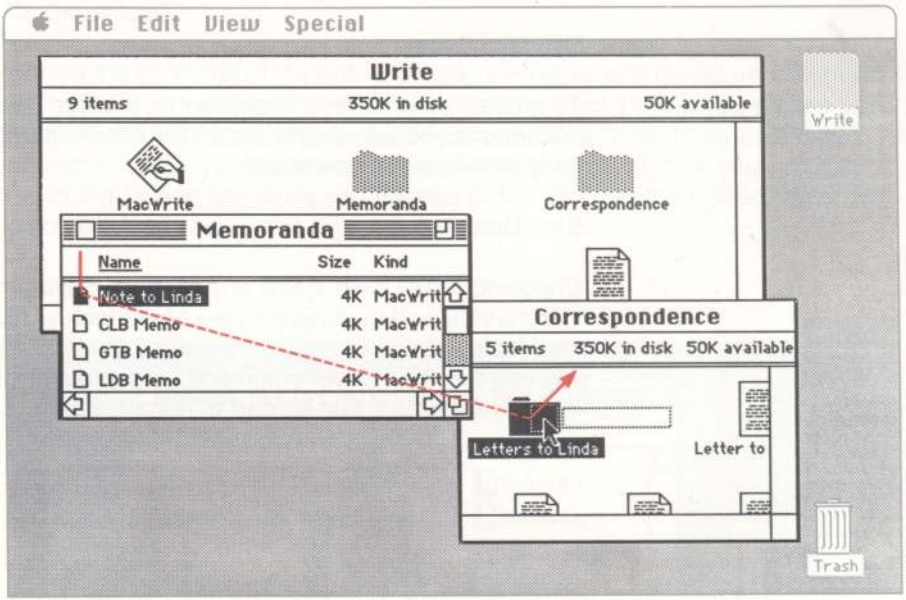
To move quickly among applications, you can now place the applications and documents you use most often in the MiniFinder. See "Using the MiniFinder" for how to use this command.

Shut Down

Choosing Shut Down ejects any inserted disks (first saving any necessary information) and then restarts the Macintosh. This is the best way to restart the Macintosh using a different startup disk. It's also the fastest way; when you use the Shut Down command, your Macintosh doesn't have to go through a memory test as part of restarting.

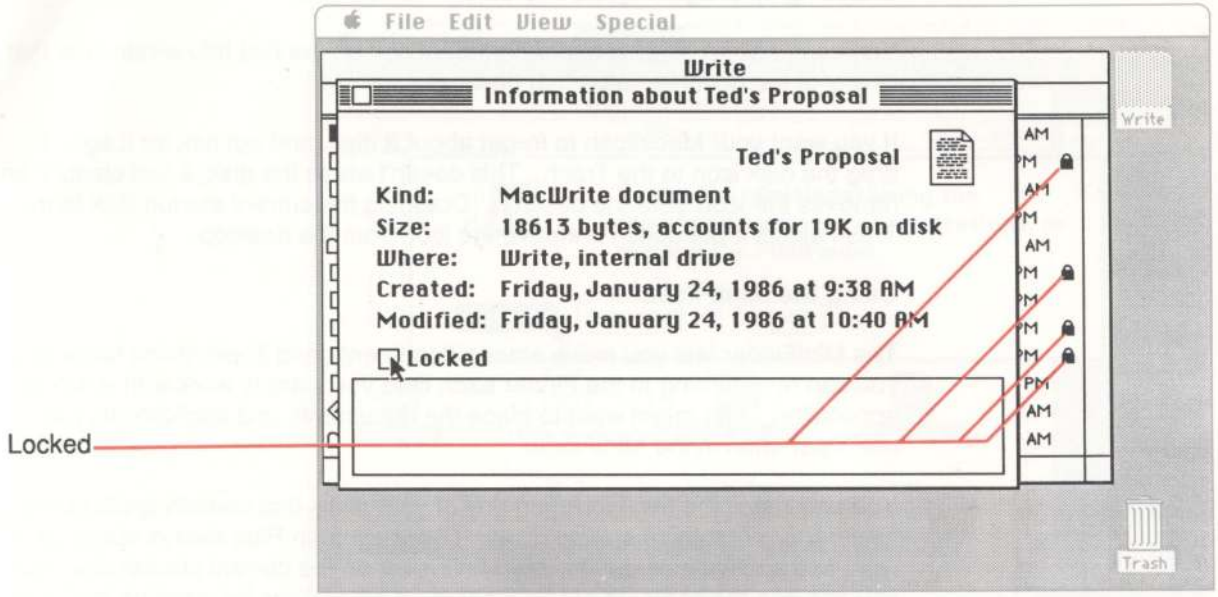
Using Directories in Text Views

With the original Finder you could duplicate, move, rename, or discard documents, folders, and applications only when directory windows were arranged by icon. With Finder 5.1 you can do any of your desktop work with your directories in any arrangement—by icon, name, date, size, or kind. In any of the text views (any view other than by icon or small icon), a small icon appears to the left of the document name. Click, double-click, drag, or Shift-click this icon just as you would its counterpart in an icon view of the directory.



To rename a document when a directory isn't arranged by icon, select the name and edit it just as you edit icon names in an icon view or on the desktop.

Directories in text views also indicate (with a small padlock on the right) which of your documents and applications are locked. If you physically lock the disk, the padlock appears in the top left corner just below the title bar.



Dragging Icons

In the past, you couldn't drag an icon to a "hollow" icon; you had to drag to the icon's directory window. Now you can drag an icon either to a directory window or to the hollow icon that remains behind when you open an icon. If you drag to a directory window, you can place the icon wherever you want it; if you drag to a hollow icon, the Finder will place it in the next available spot.

Naming Icons

In the past, typing renamed any selected icon, whether you had explicitly clicked it or not. For example, if you insert a disk, it's automatically selected, even though you didn't click it; with the original Finder, subsequent typing renamed that disk. Now you must click explicitly on an icon or icon name to edit its name, even if the icon is already selected. This means you're less likely to rename disks accidentally. There are a couple of exceptions: When you create a new folder by choosing New Folder, or when you duplicate or move a document, folder, or application, typing renames what's selected, without your having to click it first. (This is true in text views as well.)

If you give an icon a name that's the same as an icon you just dragged to the Trash, the Trash is automatically emptied, so you can use the name again.

Ejecting Disks

Now choosing Eject always ejects a disk (if one's inserted and it isn't a hard disk), even if none is selected. The Finder looks for any inserted disk to eject. Choosing Eject again ejects any other inserted disk.

You can't edit an ejected disk's comment box (in the Get Info window) or that of any of the documents on that disk.

If you want your Macintosh to forget about a disk (and not ask for it again), drag the disk icon to the Trash. This doesn't erase the disk; it just ejects it and removes the icon from the desktop. Dragging the current startup disk to the Trash ejects it but doesn't remove the icon from the desktop.

Using the MiniFinder

The MiniFinder lets you move among documents and applications faster than you can by returning to the Finder each time you want to work with a different application. You might want to place the documents and applications you use most often in the MiniFinder.

You can install the MiniFinder on any of your disks that contain applications, whether or not they're startup disks. The Macintosh Plus always starts up with, and applications quit to, any MiniFinder on the current startup disk, but you can see the contents of MiniFinders on other disks by pressing the Drive or Eject buttons in the MiniFinder.

The MiniFinder is included in Finder 5.1, which is installed on any startup disk you update using the Installer. See "Using the Installer to Update Startup Disks."

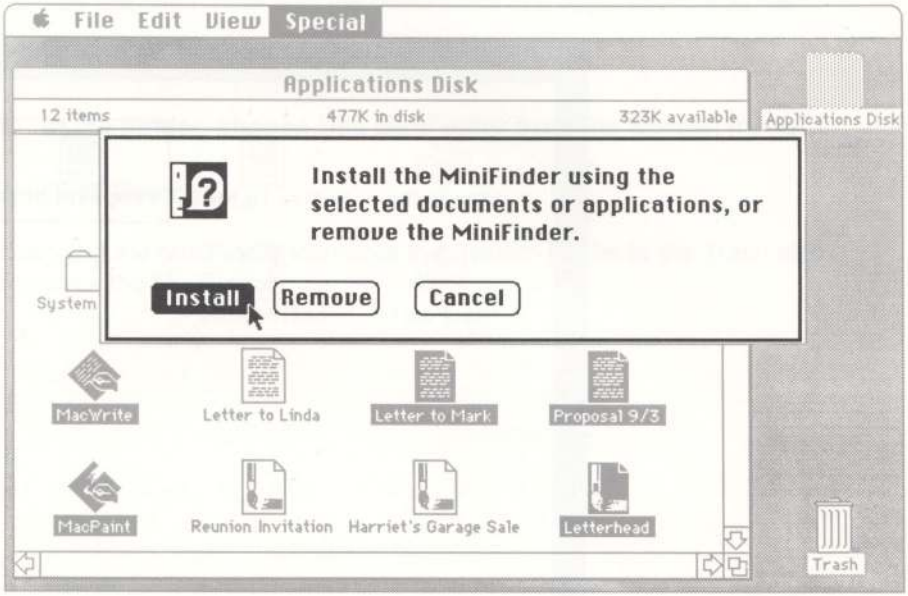
To install applications and documents in the MiniFinder

- **In the Finder, select what you want to install in the MiniFinder.**

  You can select up to 12 mixed or matched documents and applications. The documents and applications you select must be in the same directory window or all on the desktop; drag them there if necessary. Any applications you need to work on documents in the MiniFinder must be on the same disk as the documents, but they don't need to be installed in the MiniFinder. If you move an application to a different folder after you've installed the MiniFinder, however, the MiniFinder won't be able to find it.

- **Choose Use MiniFinder from the Special menu.**

  If the command is dimmed, check to see if the disk is locked.



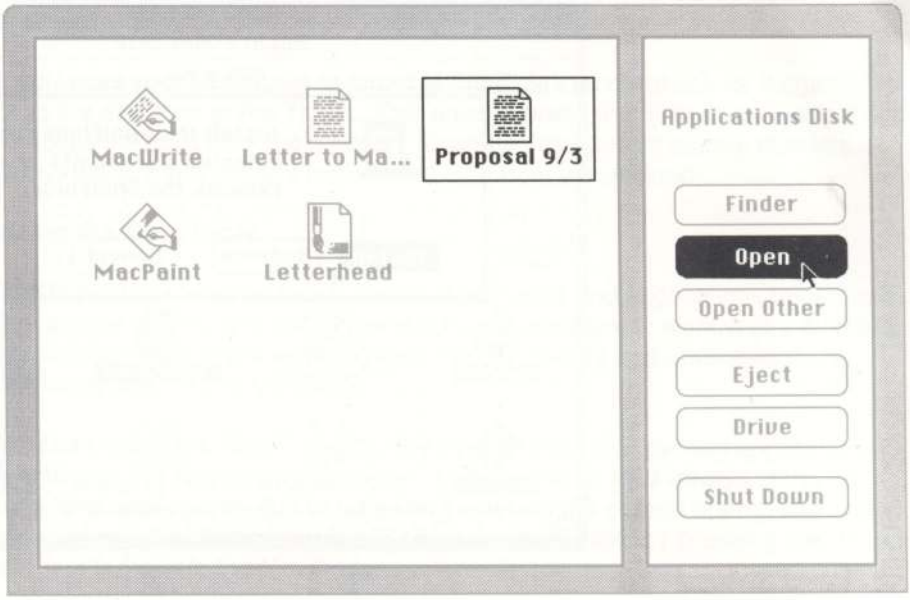
- **Click Install.**

  A MiniFinder icon is placed in the System Folder.

The next time you start your Macintosh using this disk, or quit an application on this disk, the MiniFinder will appear instead of the usual desktop.

To use the MiniFinder

- **Open an application or document in the MiniFinder by selecting it and clicking Open or by double-clicking its icon.**



- **Return to the Finder by clicking Finder or pressing the Enter key.**

  If the current disk (the one named at the top right) has no Finder, click Drive or press the Tab key first.

- **Open other applications on the same or different disks by clicking Open Other.**

  A dialog box appears, with a list of all applications on the current disk. You use folders and open applications in this dialog box the same way you use folders and open documents within applications. See "Using Folders From Within Applications." You can use the Drive and Eject buttons to see applications on other disks.

- **Eject any inserted disks and restart the Macintosh by clicking Shut Down.**

- **See MiniFinders installed on other disks by using the Eject and Drive buttons.**

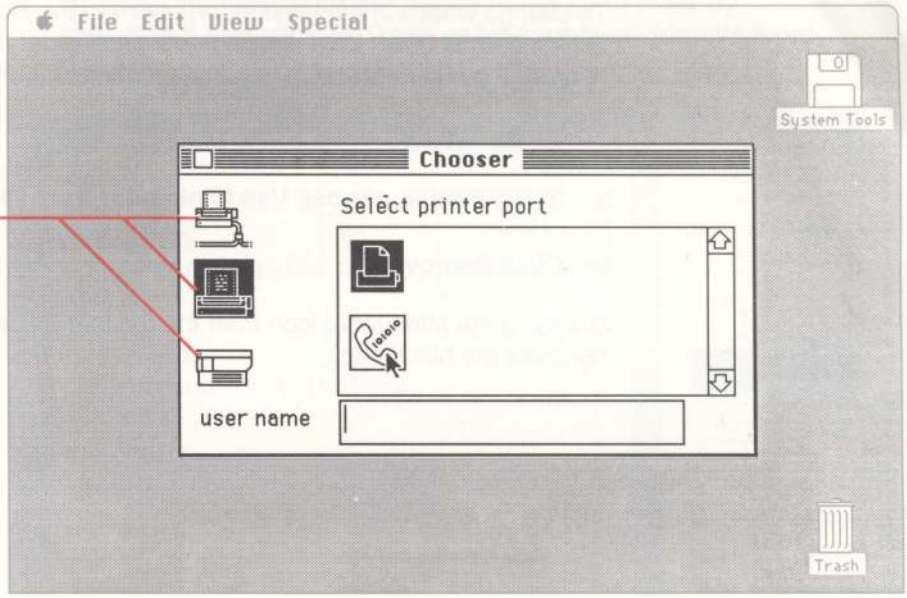
To change what's in the MiniFinder, return to the Finder by clicking Finder in the MiniFinder (click Drive first, if there's no Finder on the current disk) and reinstall the MiniFinder with the documents and applications you want.

To remove a MiniFinder from a disk

- **In the Finder, choose Use MiniFinder from the Special menu.**
- **Click Remove.**

Dragging the MiniFinder icon from the System Folder to the Trash also removes the MiniFinder.

Chooser



Printing resources

The Macintosh is preset to print documents on an ImageWriter connected to the Printer port. You'll use the Chooser only if you want to print on another printer such as a LaserWriter or ImageWriter with the AppleTalk option or if you want to designate the Modem port for your ImageWriter because another piece of hardware is physically connected to the Printer port.

- **If you're using AppleTalk, make sure it's attached to the Printer port and designated as connected in the Control Panel.**

  See "Control Panel."

- **Choose Chooser from the Apple menu.**

  If the Chooser is not installed in the Apple menu, see "Using the Installer to Update Startup Disks."

- **Select the icon that represents the type of printer you want to use—ImageWriter, LaserWriter, or AppleTalk Imagewriter.**

  The Chooser presents icons that represent the types of printers for which there are printing resources on the current startup disk. See "Using the Installer to Update Startup Disks." If AppleTalk is disconnected, the LaserWriter icon is dimmed. See "Control Panel."

- **Select additional options.**

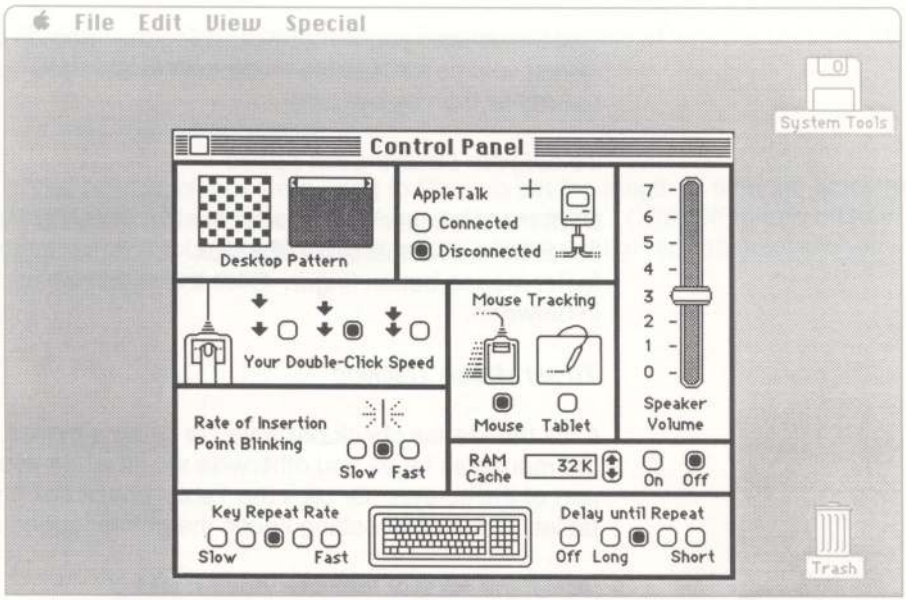
  If you're using an ImageWriter, select the icon that represents the port the ImageWriter is attached to. If you're using a LaserWriter, select the name of the LaserWriter you're using.

  The ImageWriter resource works with an ImageWriter, ImageWriter II, or 15-inch ImageWriter.

  If you've installed other printing or device resources, you may have different options, depending on what you've installed. You can later drag any resources you don't need to the Trash to gain space on the disk.

- **Type your name to have the Macintosh remember who you are.**

Control Panel



Like the original Control Panel, the new Control Panel is where you set your personal preference for speaker volume and other options. It's also now the place you connect or disconnect AppleTalk.

To set the Desktop Pattern

Click dots to change them from black to white or vice versa, or drag through a group of dots to change all of them. Click the white "menu bar" to see a sample pattern. (Click on the right side of the bar to see the next pattern; click on the left side to back up.) Set the pattern by clicking the "desktop" below the white bar.

To connect or disconnect AppleTalk

The AppleTalk connection setting in the Control Panel should always match whether your Macintosh is connected physically to AppleTalk or not. Always connect or disconnect Apple Talk physically first, and then immediately change the setting in the Control Panel to correspond.

Click Connected if your Macintosh is physically connected to AppleTalk.

To set the Speaker Volume

Dial the volume you want by dragging the knob up or down. Dialing the lowest volume causes the Macintosh to alert you subtly by blinking the menu bar rather than by beeping.

To set your Double-Click Speed

Click the leftmost check box for the Macintosh to interpret fairly slow successive clicks as a double-click. Click the rightmost check box to require a faster mouse-button finger. Click the middle check box if you're somewhere in between.

To set Mouse Tracking

Click the Mouse check box if you're using a mouse. You won't have to move the mouse as far as you otherwise would when you want to jump to another part of the screen. Or click the Tablet check box if you're using a graphics tablet. The Tablet setting keeps the pointer speed constant.

To set the Rate of Insertion Point Blinking

Click any check box from Slow to Fast to set the rate at which the vertical bar marking the insertion point blinks.

To use the RAM Cache

Set it on.

Use the arrows to scroll to the amount of memory you want to use for the RAM Cache. Using the RAM Cache can greatly speed up your work with the Macintosh. When you use the RAM Cache, some of the information an application needs is stored in a part of memory you reserve just for the RAM Cache. Then, if the application needs the information again, it doesn't have to get it from the disk, but rather can get it much more quickly from the RAM Cache.

Using the RAM Cache does make less memory available to applications, so you might not want to use it (or use a smaller amount of it) with applications that require large amounts of memory. If you have a 512K system, try setting the RAM Cache to 128K. On a 1 megabyte system, try 512K.

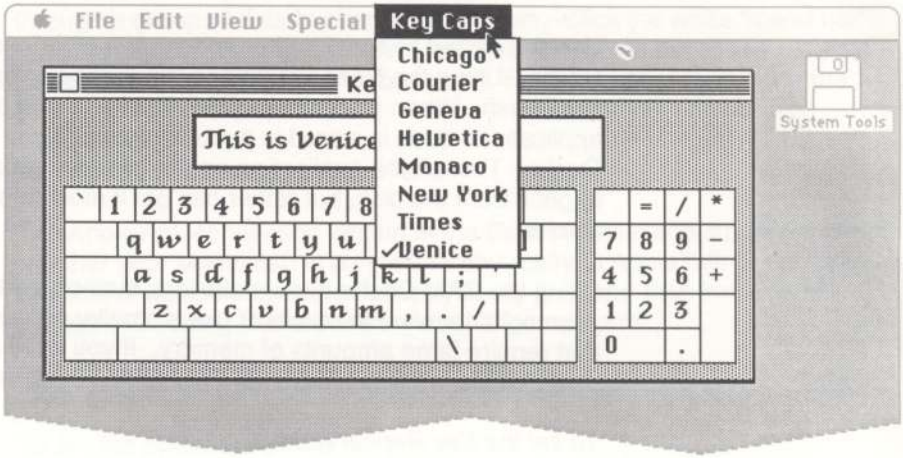
To set the Key Repeat Rate

Click any check box from Slow to Fast to set the rate at which a pressed key will repeat once it starts repeating.

To set Delay Until Repeat

Click any check box from Long to Short to set the length of time the Macintosh waits until it starts repeating a key you're pressing. Click Off to turn off key repeating. Set a longer delay if you're getting a lot of repeated keys when you don't intend them.

Key Caps



Have you ever wandered through fonts holding down various combinations of the Option and Shift keys looking for special characters you know are available but don't know how to find? With the new version of the Key Caps desk accessory you can see the characters in any font in the current startup disk's System file. (With the original Key Caps you could see only the Chicago font.)

When the new Key Caps is the active window a Key Caps menu appears in the menu bar. Choosing any font in this menu displays that font's characters. You can press the Option, Shift, or Caps Lock key on the Macintosh keyboard or press the Option and Shift keys together to see all of the available characters in the selected font.

Key Caps displays characters for the keyboard that is physically attached to your upgraded Macintosh—either the original or the new Macintosh Plus keyboard.

Using Folders From Within Applications

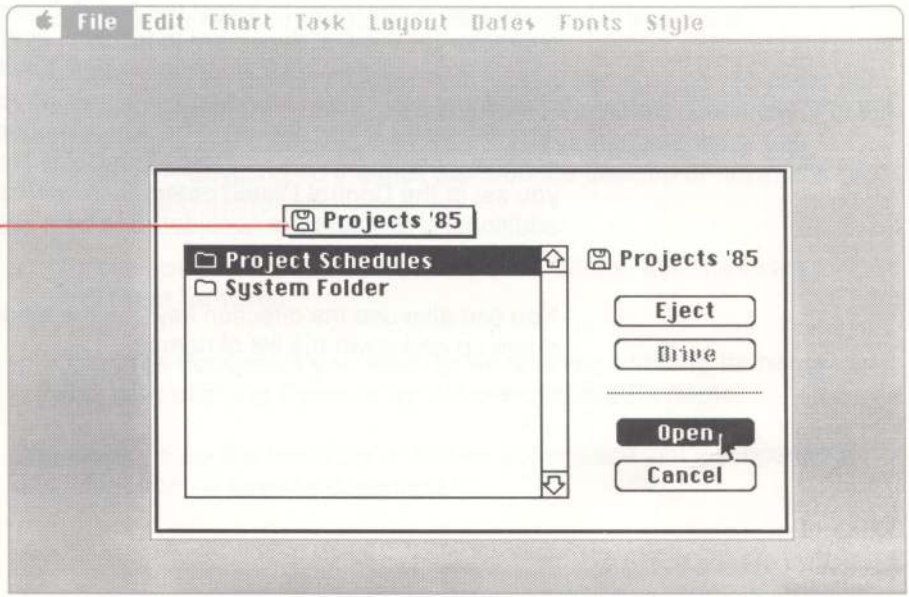
In the past, the directory of documents that appeared when you chose Open from the File menu was "flat," without any hierarchy you created using folders in the Finder. So even if you had nested a document within several layers of folders in the Finder, the directory you saw within applications showed the document in a single layer with all the other documents in other folders or not in a folder at all. And when you chose Save As or you saved a document for the first time, your document was always saved at the disk level without being placed in a folder.

With your upgraded Macintosh all that has changed. When you're using a double-sided disk you've initialized two-sided and you're using a startup disk you've updated using the Installer, you can see and use the same folders you create in the Finder from within applications as well. You see the folders whenever you choose Open or Save As or you save a document for the first time.

To open an existing document from within an application

- **Choose Open from the File menu.**

  First close any open document if necessary.



A dialog box appears, with a directory of the contents of the current folder or disk. In the past you saw all the current application's documents that existed on the entire disk. Now you see only the current folder directory or the disk directory at the top level—documents or folders on the desktop or on the disk and not in any folder. The directory name (and a folder or disk icon) is above the alphabetized list of the directory's contents; the name of the current disk (and a disk icon) appears to the right.

The folders in the dialog box correspond to the folders you create in the Finder.

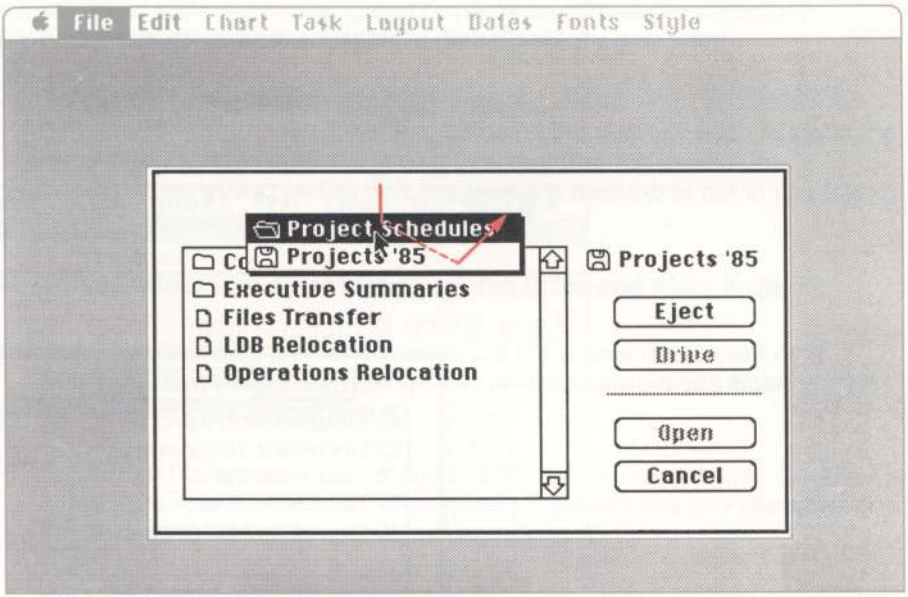
The folders in these directories show only the documents the current application can open, even if the corresponding folders in the Finder contain other documents or applications.

- **To see the contents of a folder in the current directory, select the folder's name and click Open, or just double-click its name.**

  You can move through the entire hierarchy this way, double-clicking any folder to see its contents, until you reach the document you want to open.

  In the past, whenever you chose Open from within an application, you could type a character to select the first document starting with that character (or the first document to follow in alphabetical order). Now as you continue to type additional characters, any file that matches the characters you type is found and selected. If you pause while typing, the next character is considered to be a new request, rather than a continuation of your first request. The Delay Until Repeat setting (which you set in the Control Panel) determines how long you can pause before additional characters are considered to be a new request. See "Control Panel."

  You can also use the direction keys on the Macintosh Plus keyboard to move up and down the list of names.



- **To move back up the hierarchy of folders, press the directory name and choose the folder or disk directory you want.**

  A pull-down list appears below the directory name when you press the name or anywhere in the bar that contains the name. Each folder in the hierarchy is in the list, and the disk directory (the top level of the hierarchy—anything on the disk that's on the desktop or not in any folder) is at the end of the list.

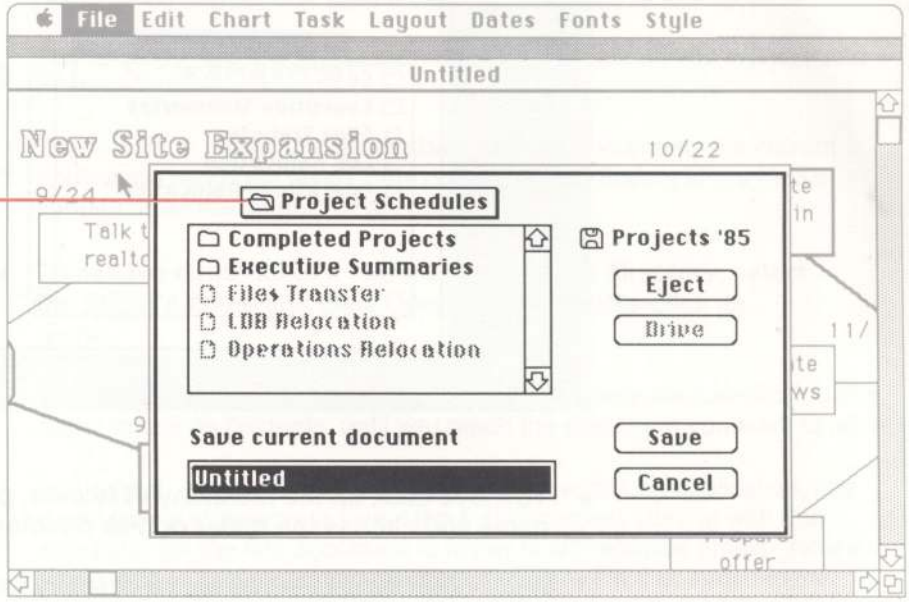
- **To see documents and folders on other disks, use the Drive and Eject buttons.**

- **Open the document you want to work on by clicking its name and then clicking Open or by double-clicking its name.**

You always enter the hierarchy of folders at the place you last opened a document from or saved a document to.

To save an existing document with a different name, in a different folder, or on a different disk, or to save an untitled document

- **Choose Save As from the File menu.**



A dialog box appears, with a directory of the contents of the current folder or disk. The directory name (and a folder or disk icon) is above the alphabetized list of the directory's contents, including other folders, applications and documents. Items other than folders appear dimmed in the list.

The name of the current disk (and a disk icon) appears to the right.

- **To see other folders in a folder in the current directory, double-click the folder's name.**

You can move through the entire hierarchy this way, double-clicking any folder you want to open to see its contents, until you reach the folder you want to save your document in.

- **To move back up the hierarchy of folders, press the directory name and choose the folder or disk directory you want.**

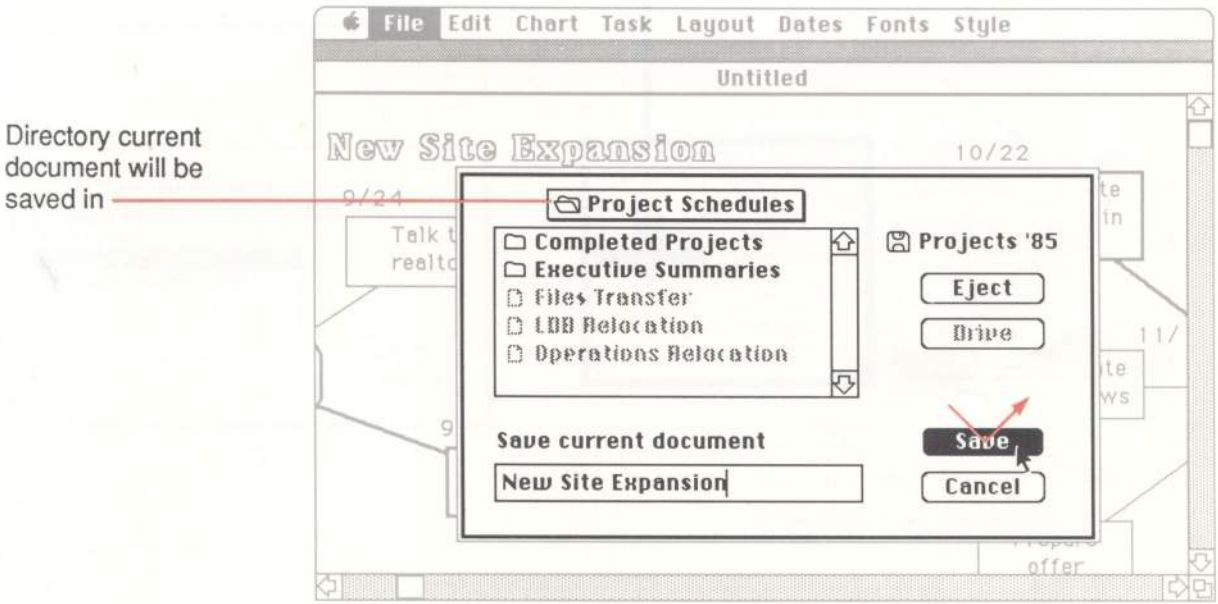
  A pull-down list appears below the directory name when you press the name (or anywhere in the bar that contains the name). Each folder in the hierarchy is in the list, and the disk directory (the top level of the hierarchy—anything on the disk that's on the desktop or not in any folder) is at the end of the list.

- **To see folders on other disks, use the Drive and Eject buttons.**

- **Type a new name for the document if it's a new document or if you want to change the current name; otherwise it will be saved with the current name.**

  Document names can now be any length up to 31 characters. (Disk names are now limited to 27 characters.) You can use any character on the keyboard, including spaces, except a colon.

  With the hierarchical file system you can have more than one document with the same name on the same disk, as long as they're in separate folders. If you do this, however, you do need to pay a little more attention to which version of the document you're currently working on because you may have another version with the same name in a different folder.

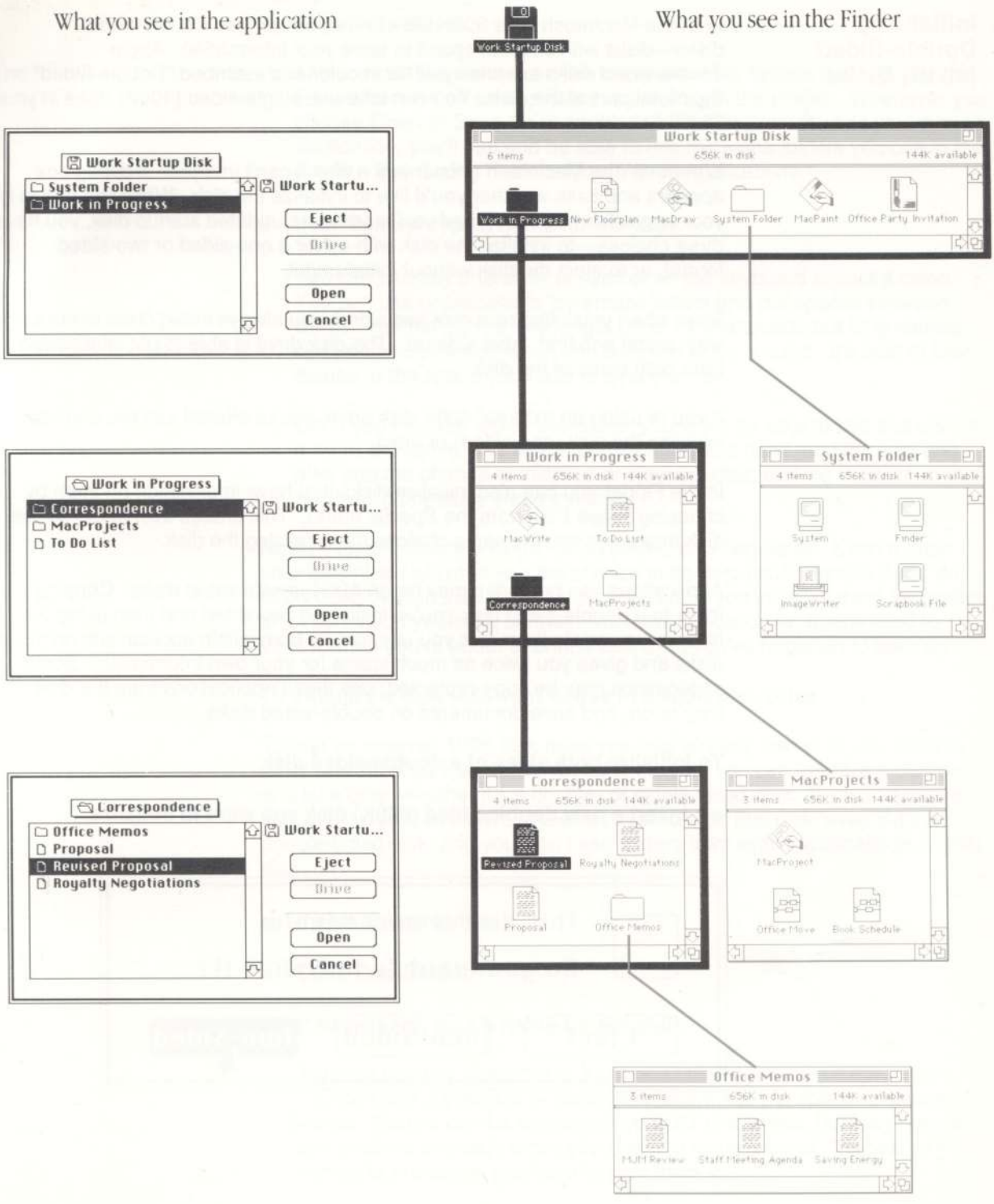


- **Click Save to save the document in the current directory.**

  The document is saved in the folder or disk directory named above the list.

You always enter the hierarchy of folders at the place you last opened a document from or saved a document to.

If the disk you're looking at has been initialized one-sided, the disk directory that appears shows no folders. You can copy the one-sided disk to a double-sided disk you initialize two-sided and be able to see the disk's folders. Also make sure you're using an updated startup disk.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What you see in the Finder
Work Startup Disk
System Folder
Work in Progress
Work Startu...
Eject
Drive
Open
Cancel
Work Startup Disk
6 items
656K in disk
144K available
Work in Progress
New Floorplan
MacDraw
System Folder
MacPaint
Office Party Invitation
Work in Progress
Correspondence
MacProjects
To Do List
Work Startu...
Eject
Drive
Open
Cancel
Work in Progress
4 items
656K in disk
144K available
MacWrite
To Do List
Correspondence
MacProjects
System Folder
4 items
656K in disk
144K available
System
Finder
ImageWriter
Scrapbook File
Correspondence
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Proposal
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Work Startu...
Eject
Drive
Open
Cancel
Correspondence
4 items
656K in disk
144K available
Revised Proposal
Royalty Negotiations
Proposal
Office Memos
MacProjects
3 items
656K in disk
144K available
MacProject
Office Move
Book Schedule
Office Memos
3 items
656K in disk
144K available
Staff Meeting Agenda
Saving Energy

Initializing Double-Sided (800K) Disks

With the Macintosh Plus 800K Disk Drive you can use double-sided disks—disks with 800K of space to store your information. Apple double-sided disks are snowy white in color and inscribed "Double Sided" on the metal part of the disk. You can also use single-sided (400K) disks in your 800K disk drive.

Whenever the Macintosh encounters a disk it can't interpret, a dialog box appears and asks whether you'd like to initialize the disk. When the disk is in your upgraded Macintosh and you're using an updated startup disk, you have three choices—to initalize the disk with either a one-sided or two-sided format, or to eject the disk without initializing it.

Even when you initialize a disk two-sided, you always insert disks in the same way, metal end first, label side up. The disk drive is able to get information from both sides of the disk.

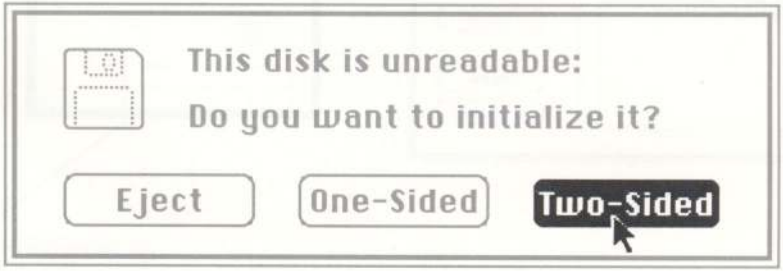
If you're using an external 400K disk drive, you're offered just two choices—initialize the disk (one-sided) or eject.

In the Finder you can also initialize disks that have information on them by choosing Erase Disk from the Special menu. This erases everything on the disk and gives you the same choices for initializing the disk.

Applications you purchase may be on 400K, single-sided disks. Copying them to a double-sided disk you've initialized two-sided and then using the Installer to update them lets you use folders from within applications on those disks and gives you twice as much space for your own information. Some applications may be copy-protected; use these applications from the disk they're on, and save documents on double-sided disks.

To initialize both sides of a double-sided disk

- **Insert a new double-sided (800K) disk you want to initialize.**



- **Click Two-Sided.**

  This formats the disk to use the hierarchical file system that lets you use folders from within an application as well as in the Finder. Whenever you choose Open or Save As or save an untitled document while you're in an application, you'll see and be able to use the same folders you use in the Finder. See "Using Folders From Within Applications."

- **If necessary, type a name for the disk.**

  You can use any character or symbol on the keyboard except a colon. You can use uppercase or lowercase letters and put spaces between words. Names can be any length up to 27 characters, but long names can become unwieldy when you drag the icons around. It's best to limit names to the space you have to type them in.

  Once you initialize a disk two-sided, you won't be able to use that disk in a 400K disk drive. The Macintosh will tell you it can't read the disk and offer you the chance to initialize or eject the disk; clicking Initialize at that point will completely erase the disk.

Note: *Never* initialize a single-sided (400K) disk two-sided. Even though your Macintosh will offer you the chance to do this, you'll regret it if you do. 400K disks are certified on one side only, and if you initialize them two-sided, any information you save on them sits there precariously, guaranteed to vanish when you're about to print a final draft you've forgotten to back up.

To initialize a disk you want to use in a 400K disk drive

To use an external 400K disk drive you may already own or to use disks in other Macintoshes that haven't been upgraded, you can initialize a disk on one side only, whether it's a double- or single-sided disk. If you initialize a disk one-sided, you'll have just 400K available on that disk, even if it's a double-sided disk, and you won't see folders from within applications on that disk.

- **Insert any new disk.**

- **Click One-Sided.**

- **If necessary, type a name for the disk.**

  You can use any character or symbol on the keyboard except a colon. You can use uppercase or lowercase letters and put spaces between words. Names can be any length up to 27 characters, but long names can become unwieldy when you drag the icons around. It's best to limit names to the space you have to type them in.

Of course, you can also initialize disks in an external 400K disk drive. A disk in a 400K disk drive will automatically be formatted on one side only.

An external 800K disk drive (which you can purchase) gives you the same choices as your upgraded internal disk drive.

To avoid confusion, be sure to give disks different names.

You can initialize disks from within an application without losing any information in memory, so you can initialize them as you need them.

Holding down the Option key while you click One-Sided (or if the disk is in a 400K disk drive, holding the Option key down while you press the Return key after you've named it) installs the hierarchical file system on just one side of the disk. Use disks initialized this way with updated startup disks only.

About Startup Disks

Disks that contain the files the Macintosh needs to get itself started and perform system-wide tasks are called startup disks. These System files are in a System Folder, and, though it's possible to move them from there, it's generally best to keep them there.

A startup disk always includes at least a System file and a Finder. It also usually includes one or more printing resources, such as the ImageWriter, AppleTalk ImageWriter, or LaserWriter file on the System Tools disk. You may also find other system files on a startup disk: Scrapbook file, Clipboard file, etc. These files contain information that's used only by certain applications and desk accessories.

Besides giving the Macintosh the information it needs to get itself started, the system files on the startup disk determine

- Which fonts you have available when you use an application (they're in the System file on the startup disk you're using).
- Which desk accessories are in the Apple menu (they're also stored in the System file).
- What's in the Scrapbook or Note Pad desk accessories (whatever's in the Scrapbook or Note Pad files on the startup disk).
- Which version of the Finder you're using.

It's good idea to keep all of your startup disks current with the latest system files. For example, some applications' startup disk may not have the most current system files. See "Using the Installer to Update Startup Disks."

Customizing Startup Disks

You can use the Font/DA Mover (Font and Desk Accessory Mover) to customize the System file on any startup disk so it contains the fonts and accessories you want available when you use applications with that disk. Applications you purchase may already be customized with fonts or accessories suited to that application. The Font/DA Mover lets you copy these to any other startup disk as well. See "Using the Font/DA Mover to Customize Startup Disks."

You can also customize a startup disk by dragging other system files such as the Scrapbook or Clipboard files to it—to have different Scrapbook contents available from time to time, for example.

Current Startup Disk

When you start your Macintosh, it looks for a startup disk in its internal disk drive; if it finds none there, it looks in an external drive if one's attached. Next it searches for any hard disks. The first startup disk the Macintosh finds becomes the current startup disk, the disk whose system files the Macintosh is currently using. The current startup disk appears at the top right of the screen in the Finder.

The Macintosh can switch to a different startup disk while you're working. You can also force the Macintosh to switch when you want another disk to be the current startup disk (if you want to use different fonts or desk accessories, for example).

The Macintosh switches to a different startup disk whenever

- You restart the Macintosh using a different startup disk. The Macintosh follows the normal order in looking for a startup disk.
- You explicitly open an application (not a document) on another startup disk. (If you're using a hard disk, this doesn't cause a switch.)
- You open a document on another startup disk and the original startup disk does not contain the document's application. (If you're using a hard disk, this doesn't cause a switch.)

You can also force the Macintosh to switch to a different startup disk. You can do this in one of the following ways:

- Hold down the Option key while you open an application. (This forces a switch whether or not other conditions are met, as long as the application is on a startup disk; it's especially useful if you have a hard disk.)
- Hold down the Option and Command keys while you double-click the Finder icon on the disk you want to switch to.

When you're using a disk that's initialized two-sided, the current System and Finder files must be together in the same folder. This is because the Macintosh now looks in just one folder for the System and Finder it needs, rather than looking at the entire disk.

Using the Font/DA Mover to Customize Startup Disks

Although similar to past versions of the Font/DA Mover (Font and Desk Accessory Mover), Font/DA Mover version 3.0 is an improved version that works better with the new system files. Old versions of Font/DA Mover or Font Mover won't work with your upgraded Macintosh. Discard any old version you have and use only the new version included on the System Tools disk.

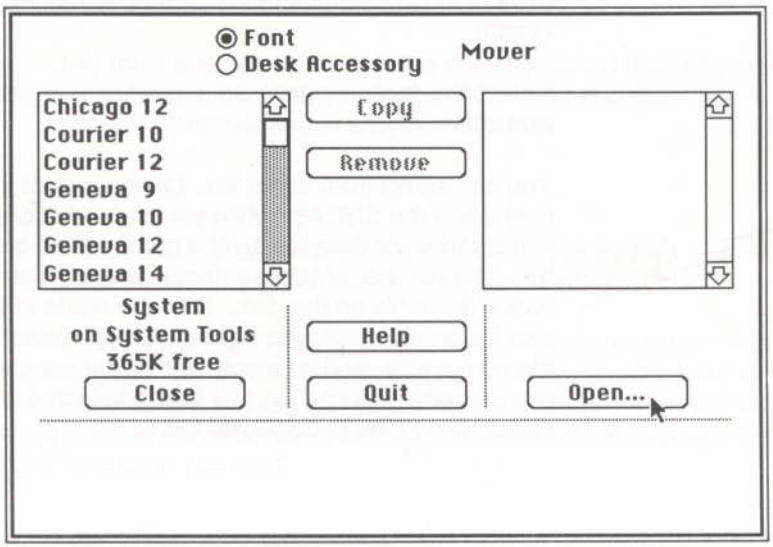
The Font and Apple menus within applications always contain the fonts and desk accessories installed in the System file (a file in the System Folder) on the current startup disk. The Font/DA Mover lets you modify the System file on any startup disk to contain the fonts and desk accessories you want to have when you use applications with that disk.

As new fonts and accessories become available, you may want to add them to some of your startup disks. And when you need more space on a disk, you can also use the Font/DA Mover to remove fonts or accessories.

You can store collections of fonts and accessories in special files the Macintosh uses just for that purpose. The System Tools disk includes two extra desk accessories—the Note Pad and the Puzzle—in the Desk Accessories and Fonts files in the Utilities Folder. You may want to add them to some of your other startup disks.

- **Open the Font/DA Mover by selecting the icon and choosing Open from the File menu or by double-clicking the icon.**

  The Font/DA Mover is included on the System Tools disk. You can also open any font or desk accessory file to open the Font/DA Mover automatically.



- **Click either the Font or the Desk Accessory button, depending on what you want to add or remove.**

  The list on the left includes all fonts or desk accessories in the System file on the current startup disk, whether the disk is in the internal or the external disk drive. (If you open a font or desk accessory file instead of the Font/DA Mover, the list on the left shows the contents of that file.)

- **Use the Open buttons to present lists of other System, font, or desk accessory files on any inserted disk.**

  Each Open button lets you control what's displayed in its list. If you insert a startup disk, its System file is automatically displayed. Whenever you click an Open button, a dialog box appears with a directory of folders and System, font, or desk accessory files on the current disk or in the current folder. See "Using Folders From Within Applications."

  The name of the disk you're looking at is always shown at the top right.

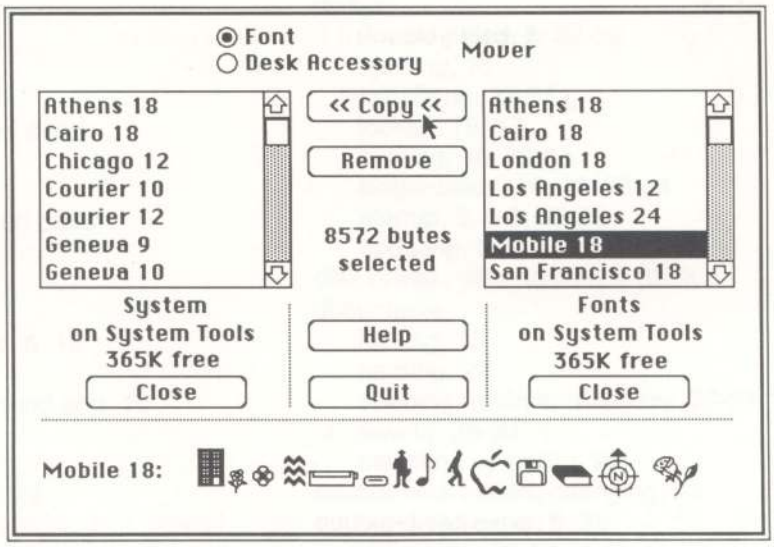
  Use the Drive and Eject buttons to look at System, font, or desk accessory files on other disks.

- **Open the file you want to look at by selecting its name and then clicking Open or by double-clicking its name.**

  You can look at and work with any existing System, font, or desk accessory files. The font and desk accessory files on the System Tools disk contain fonts and desk accessories you may want to add to some of your startup disks. If you'd like, create a new file for your own collection of fonts or accessories by clicking New, naming the file, and clicking Create.

- **Select the fonts or desk accessories you want to copy or remove.**

  You can select from either list. Click to select a single font or accessory, hold down the Shift key while you click additional single fonts or accessories, or drag to select a group. Shift-click to deselect a selected file. The number of bytes selected is shown as well as the amount of space available on the disk. Both the name of the current file and the disk it's on are displayed below each list. When a single font is selected, the name, size, and a sample of the font are shown at the bottom of the window; when more than one font is selected or when a desk accessory is selected, nothing is displayed there.



- **Click Copy to copy the selected fonts or accessories in the direction the arrows point, or click Remove to remove them.**

  Clicking Copy copies the fonts or desk accessories to the opposite file; clicking Remove removes the fonts or accessories from the file they're in. If a font or accessory with the same name as one you selected already exists in the opposite list, it will be replaced by the selected font or accessory. If you remove all fonts or accessories from a font or accessory file, the file itself will be gone the next time you click Open. You can't remove certain fonts the Macintosh needs.

  Only fonts and accessories in the current startup disk's System file are available to applications you use with that startup disk. You're limited to a total of 15 accessories in a System file.

- **Click Quit.**

  In the Finder, you can drag any font or accessory files you no longer need to the Trash, or copy or move these files among disks.

You can use the Font/DA Mover to create an auxiliary set of fonts or accessories. Later you can move the current System file fonts or accessories to another font or accessory file you create, and then copy the auxiliary set to your System file. You can use the Font/DA Mover to alternate between the files whenever you want.

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Limited Warranty on Hardware

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